



Michigan

# Emerald Ash Borer Response Project

Michigan Department of Agriculture  
Michigan Department of Natural Resources  
Michigan State University  
U.S. Department of Agriculture

## **State-Facilitated Emerald Ash Borer Tree Removal Contract** Overview and Frequently Asked Questions (FAQ) for Homeowners, Local Units of Government and Vendors

### **Overview**

Since the discovery of the exotic pest Emerald Ash Borer (EAB) in Michigan and the subsequent implementation of a quarantine to prevent its spread, the state of Michigan has had to focus its limited resources on the priorities of detection and containment. Because of this, and the source and spending authority for this program, the state has not been able to assist homeowners and local communities in “core,” or generally EAB infested, impacted areas (primarily southeast Michigan) with the cost of removing dead and dying trees caused by EAB.

To help address this need, Governor Jennifer M. Granholm called upon various state agencies to identify possible tree removal alternatives for those in hardest hit areas. As a result, the state Departments of Agriculture (MDA) and Management and Budget (DMB) developed an innovative plan that builds on earlier efforts to use Michigan’s collective contract system as a vehicle for pooling demand and generating lower prices. The plan will be offered to communities and homeowners in the 13 EAB quarantined counties – Genesee, Ingham, Jackson, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, St. Clair, Shiawassee, Washtenaw and Wayne.

This unique program harnesses the state’s contracting system – issuing an “Invitation to Bid” (ITB), seeking multiple vendors who can meet contract criteria, and then establishing standardized pricing. This process ultimately will provide local units of government and homeowners a more affordable rate for complete landscape tree removal as well as business opportunities for area green industry/tree care and removal companies. Complete removal includes cutting the tree down, grinding the stump and disposing/transporting all tree materials safely and properly. This contract will also apply to the removal of all types of trees – not just ash.

The program is expected to significantly reduce tree removal costs and to meet needs in core impacted communities. Focused effort will be placed on making sure potential vendors are aware of this contract opportunity and that training sessions are provided to local units of government to help them prepare for and learn how to best implement the state’s contract criteria/plan, and hopefully gain their participation in the program.

Following are some of the most commonly asked questions and their answers for impacted stakeholders: homeowners, local units of government and vendors.

### **For Homeowners**

**Q:** How can I participate?

**A:** This is a two-part answer. First, you simply need to live within the 13 EAB quarantined counties – Genesee, Ingham, Jackson, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, St. Clair, Shiawassee, Washtenaw and Wayne – and have dead or dying trees that need to be removed. Second, homeowners can only access the program via their local unit of government, whether county, township, city or village, which must choose to participate in the voluntary program.

**Q:** How will I know if my local unit of government is participating in the program?

**A:** By contacting your local county, township, city or village directly during their normal business hours. However, please note that homeowners should AVOID contacting their local officials until December 2004 to allow communities time to assess whether they will participate and/or to complete enrollment and training. Additionally, communities who have indicated their participation will be listed online at [www.michigan.gov/mda](http://www.michigan.gov/mda) and clicking on “Emerald Ash Borer” in the Spotlight section.

**Q:** How much money will I save on tree removal costs?

**A:** It is too soon to know, but state officials are anticipating this contract option will result in significantly reduced complete removal costs. Complete removal will include cutting the tree down, grinding the stump and disposing/transporting all tree materials properly.

**Q:** What is the timeline for this program and having contracts available?

**A:** Officials are working hard to get the program up and running as soon as possible. There are many steps that must take place with potential vendors and local units of government between October and December 2004. After this period, contracts are expected to be available for use in local communities and therefore to individual homeowners by the end of the year.

### **For Local Units of Government**

**Q:** How is my local unit of government eligible to participate in the tree removal contract program?

**A:** Any county, township, city or village located within the 13 EAB quarantined counties – Genesee, Ingham, Jackson, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, St. Clair, Shiawassee, Washtenaw and Wayne – is eligible to take advantage of the program. And only local units of government may access the program on behalf of homeowners.

**Q:** Will I be required to participate?

**A:** No, it is completely voluntary. Though we are anxious to help you take advantage of this unique program designed to save you and the residents within your local jurisdictions time and money.

**Q:** How does the program work?

**A:** Essentially, the state acts as a facilitator for local communities who wish to enter into a reduced-rated contract for tree removal. The state will have an approved list of vendors who have been determined to meet contract criteria and who have agreed to a standardized price for complete landscape tree removal, which includes cutting the tree down, grinding the stump and disposing/transporting. The state contract will also apply to the complete removal of all types of trees – not just ash.

**Q:** What kind of time and resource commitments are expected?

**A:** We expect participation will require you to provide a local coordinator who will help oversee development and fulfillment of the removal bid, develop the work plan with contractors, coordinate fees and payments, and serve as the primary contact with residents. MDA and DMB will host training sessions for local units of government over the coming months to cover these topics more in-depth, and assist you and ease participation in the program. Please check MDA's Web site at [www.michigan.gov/mda](http://www.michigan.gov/mda) and click on "Emerald Ash Borer" in the Spotlight section for a list of training sessions near you.

**Q:** When will the program and contracts be accessible?

**A:** We are working to get the program up and running as soon as possible so communities and homeowners can access the program and its reduced rates. The contract ITB was issued on October 4, 2004 with a mandatory pre-bid meeting and bid deadline requirements between then and November 9, 2004. Bid awards are expected to be announced November 22, 2004, with contracts set to begin as soon as December 1, 2004. Again, we will work with you closely to help ensure you have the information you need to effectively and conveniently participate in the program.

**Q:** How can I get more information?

**A:** By visiting [www.michigan.gov/mda](http://www.michigan.gov/mda) and clicking on "Emerald Ash Borer" in the Spotlight section. As mentioned earlier, the state will be hosting various training sessions specifically for local officials throughout the 13 eligible counties over the coming months to provide information and answer questions. A list of meeting dates and times will be posted on this site. Additionally, you may wish to contact your local association like the Southeast Michigan Council of Governments, the Michigan Association of Counties, the Michigan Townships Association, and the Michigan Municipal League.

### **For Vendors**

**Q:** I am not already a vendor with the state, what do I need to do?

**A:** You need to become a registered vendor. Simply visit [www.michigan.gov/doingbusiness](http://www.michigan.gov/doingbusiness) click on "Becoming a Business Partner" and then "How to Register as a Vendor." This will take you through the process.

**Q:** How much time will registering take?

**A:** This process should take you less than an hour.

**Q:** What do I do if I have problems during registration?

**A:** There is a help desk phone number listed in the instructions, and respondents will help guide you through the process.

**Q:** How do I obtain a copy of the "Invitation to Bid" (ITB)?

**A:** Visit DMB's Web site at [www.michigan.gov/doingbusiness](http://www.michigan.gov/doingbusiness) and then clicking on "Bids and Proposals" and then selecting "Commodities and Services." In the search block, type in the ITB No. 071I5200024. Be sure to print the full ITB and all attachments.

**Q:** Do I need to attend the pre-bid meeting?

**A:** Yes. This is a MANDATORY meeting for all vendors who wish to find out more information and to be eligible for submitting bid proposals. The information presented at the meeting is critical for successful completion of this project. Vendors who do not attend the meeting will not be permitted to bid.

**Q:** When and where will the pre-bid meeting be held?

**A:** The MANDATORY meeting will be held at 10:30 a.m. on Tuesday, October 26, 2004, at the Wixom Community Center, 49045 Pontiac Trail, in Wixom.

**Q:** If I do not wish to submit a proposal, can I be a sub-contractor to a company that does?

**A:** You may be a sub-contractor if you choose. However, the bidder submitting a proposal MUST list you as a potential sub-contractor at the time the proposal is submitted.

**Q:** If I have a question regarding the ITB, who do I contact?

**A:** Questions will be addressed at the MANDATORY pre-bid meeting. Answers will also be posted online at [www.michigan.gov/doingbusiness](http://www.michigan.gov/doingbusiness). You may also contact DMB's Bill Walsh at 517/373-6535.

**Q:** What sections of the ITB should I be concerned with?

**A:** All sections of the ITB are important and will be explained at the MANDATORY pre-bid meeting.

**Q:** What is the timeline for this ITB?

**A:** The ITB was issued on Monday, October 4, 2004. All interested vendors must attend the MANDATORY pre-bid meeting on Tuesday, October 26, 2004. Bids will then be due by 3 p.m. two weeks later, on Tuesday, November 9, 2004. Bid awards are expected to be announced on November 22, 2004, with contracts set to begin as soon as December 1, 2004.